

Reference Number: 400-05-DD

Title of Document: Payroll Deductions for Charitable Organizations

Date of Issue: May 28, 1987
Effective Date: May 28, 1987
Last Review Date: October 1, 2007 **No Revisions**
Date of Last Revision: October 18, 1993

Applicability: All DDSN State Employees

The language in this policy does not create an employment contract between the employee and the SC Department of Disabilities and Special Needs (SCDDSN). SCDDSN reserves the right to revise the contents of this policy, in whole or in part.

PURPOSE

This directive establishes uniform policies, procedures and guidelines relative to payroll deduction for charitable organizations.

AUTHORIZATION

SECTION 8-11-91, et seq., South Carolina Code of Laws of 1976, as amended, provides that state agencies may deduct from the salary or wages of state employees contributions to be paid over to eligible non-profit charitable organizations or groups of such organizations.

POLICY

It is the policy of the South Carolina Department of Disabilities and Special Needs to participate in payroll deduction for charitable organizations determined eligible by the Secretary of State. The Department prohibits solicitations and other campaign activity for organizations not certified by the Secretary of State as eligible to participate in payroll deduction.

PROCEDURES

In accordance with the above policy, this directive establishes the following guidelines for processing payroll deductions for eligible non-profit charitable organizations.

1. Charitable organizations must provide the Department a letter signed by the Secretary of State indicating their certification to participate in payroll deductions for state employees' contributions.
2. Upon certification, the Department will permit limited and general charitable solicitation drives in two time periods during the calendar year. These two periods are March through April and September through October.
3. Eligible charitable organizations may select one time period per calendar year for its campaign. Drives will be supervised and conducted by staff of the Department of Disabilities and Special Needs.
4. The Department's participation in charitable fund drives will be limited to:
 - a. Distribution of literature by the campaign coordinator; and
 - b. Collection of pledges and/or contributions.
5. A campaign chairperson will be appointed by the State Director of Disabilities and Special Needs. The chairperson will contact Regional Directors who will designate a regional coordinator for the purpose of conducting the campaign in their region.
6. The Department will process payroll deductions to those organizations having minimum employee participation often 10 percent or 200 employees, whichever is less. Campaign organizations must qualify annually in order to participate in payroll deduction.
7. Employees' payroll deduction authorization documents must be furnished by the charitable organization. Signed authorizations must be obtained prior to processing payroll deductions for same.
8. Employee' payroll deductions for charitable contributions will commence the pay period following the close of the campaign and will automatically stop at the end of 12 months.
9. Distribution of payroll deductions to charitable organizations will be made by the Department's Finance Director in accordance with pre-arranged time schedules.

Bill Barfield
Deputy State Director
Administrative Services

(Originator)

Stanley J. Butkus, Ph.D.
State Director

(Approved)